

WOODSHOP

PHYSICAL INVENTORY PROCEDURES

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WOODSHOP
PHYSICAL INVENTORY PROCEDURES

I. Purpose

To establish a uniform procedure for taking a Physical Inventory.

II. Scope

To define departmental and individual responsibilities in preparing for and carrying out the Physical Inventory.

To describe the procedures for writing and controlling inventory tags.

To communicate the policies and cutoff times for material movement before and during the Physical Inventory.

III. Audit Schedule

Friday, May 27

<u>Location</u>	<u>Time</u>	<u>Team</u>
Silkscreen	8:00a.m. - 9:00a.m.	A
Stores/Receiving/MRB	11:00a.m. - 2:00p.m.	B
Assembly	9:00a.m. - 12 noon	A
Machined Part Stores	1:00p.m. - 3:00p.m.	A
Mill	8:00a.m. - 11:00a.m.	B
Finished Goods (Cabinet)	3:45p.m. - 4:30p.m.	N/A

IV. Paperwork/Material Movement Cutoffs and Control Policies

A. Material Movement Cutoff Schedule

	<u>IN</u>	<u>OUT</u>	
Wed., May 25	3:30p.m.	3:30p.m.	MRB
Thurs., May 26	3:30p.m.	3:30p.m.	All Woodshop/ SS Accounts

Note: All outstanding paperwork should be turned into Data Entry at time of Cutoff.

Note: It is the responsibility of the Material Review Board (MRB) to disposition all materials in MRB in a timely fashion before the material movement cutoff.

B. Material Movement After Paperwork Cutoff

1. "Line Down" is the only situation which will warrant movement of material after the paperwork cutoff.
2. Production Control will, before moving material, notify a Material Movement Controller or the Inventory Manager if such a situation arises.
3. The Material Movement Controller or Inventory Manager will authorize the movement if he/she feels that situation is really "Line Down".
4. No exceptions to the above procedure will be tolerated.

Note: All Material Movement Paperwork (MTO's, Material Routing Tickets, Kit Lists, Receiving Reports, SSO's, Debit Memos and Transmittals) must be stamped "Before Inventory" beginning Monday, May 23 and extending up until the paperwork cutoff. After the paperwork cutoff and for one week following the inventory (through Fri., June 3) all Material Movement Paperwork will be stamped "After Inventory".

IV. Paperwork/Material Movement Cutoffs and Control Policies

C. Material Movement Cutoff Instructions for Receiving.

1. Make sure you are aware of your paperwork cutoff time. After the cutoff, you must not use computer generated receivers. Instead, you must manually receive all material after the cutoff and keep a Manual Receiving Log. The manual log and all receivers must then be stamped "After Inventory". Stamp the white copy, blue copy, and 2nd white copy in the upper half of the receiver.

Note: The only exception to this procedure will be if an "After Inventory" receipt needs to move because of a "Line Down" situation. (See Material Movement Controller, page 12.) In this event, write "VOID" across the entry for the affected item on the Manual Receiving Log and destroy the manual receiving report. Next, recut the receiver on the computer, making sure you enter the last receiver number used on manual log so that the computer generated receiver has the next receiver number in sequence. Stamp the new receiver "Before Inventory" and process normally. If no manual receiver has been cut, simply generate a normal computer receiver and stamp "Before Inventory".

Remember, you must have the authorization of the Inventory Manager to move any material after the paperwork cutoff or to receive material as "Before Inventory" after the cutoff.

2. Do not resume using computer generated receivers until the Monday following the inventory audit.
3. Receiving will be responsible for segregating all "Before" and "After" Inventory receipts. "After Inventory" receipts must be taped off or otherwise clearly marked as "Do Not Inventory" - "After Inventory Receipt". "After Inventory" receipts will not be inventoried.
4. All "Before Inventory" receipts not processed out of Receiving by Thursday, May 26 must be inventoried in Receiving/QA account. This does not, however, include NPN's which need not be inventoried.

V. Job Assignments

Inventory Manager

M. Boulos

Audit Manager

W. Budenbender

Assist. Audit Manager

G. Kirkpatrick

Audit Team "A"

D. Hart
J. Rivera
P. Jamero
L. Davis
A. Denton

Audit Team "B"

A. Broderick
K. Dilallo
B. Holland
J. Grilli

Area Supervisors

R. Whitfield/Stores
D. Coiner/Silkscreen
R. Cox/Mill
J. Golden/Assembly
R. Carrabello/Shipping
R. Whitfield/Machined Parts Stores

Inventory Checkers

R. Brown
R. Hunt
R. Jamero
R. Petersen
All Area Supervisors (for their areas)

Material Movement Controllers

R. Petersen
R. Brown

Tag Controller

S. Lopez

Tag Verifiers

P. Bidwell
S. Lopez
C. Quintero

VI. Departmental Responsibilities

A. Inventory Control

1. Assign Inventory Manager, Area Supervisors, Tag Controller(s), Inventory Checkers, and Material Movement Controllers.
2. Give tag estimates to Cost Accounting.
3. Provide training and instructions to Area Supervisors.
4. Plan and coordinate all inventory counting activity.
5. Coordinate with Cost Accounting reinput of fallout tags and any adds, changes or deletes of inventory tags before second pass.
6. Reconcile Amps Book-to-Physical variances. Coordinate reconciliation with Cost Accounting.

VI. Departmental Responsibilities (cont.)

B. Cost Accounting

1. Coordinate inventory audit schedule and paperwork cutoffs with Inventory Control.
2. Coordinate with outside auditors, as appropriate.
3. Prepare inventory tags per estimates of Inventory Control.
4. Receive Physical Inventory Tag Control Log, Z99, from Systems:
 - a. Make up separate tag list for each facility containing only those tag sequences for each facility.
 - b. Show start and end points for each account's tag sequence.
 - c. Put each tag list in separate binder.
5. Sign out Tags with Tag Control List to Tag Controllers.
6. Assign and schedule audit teams.
7. Audit (100% count) representative sample of inventory.
8. Complete audit sheet for each test sample.
9. After each test sample has been audited, inform the Inventory Counters that each box from the test sample should be resealed and relabeled.
10. Interface with Inventory Manager and Area Supervisors to reconcile any problems or discrepancies found during the physical.
11. After the audit, declare areas "released" for tag pulling.
12. With Inventory Control, log all tags as used, voided, or unused.
13. Reconcile General Ledger dollars to physical dollars and Amps dollars. Coordinate reconciliation with Inventory Control.
14. Before the Inventory, assign and schedule personnel from all Coin-Op facilities for tag verification.
15. Coordinate and approve all fallout tag corrections and any adds, changes or deletes as submitted by Inventory Control before second pass.

VI. Departmental Responsibilities (cont.)

C. Coin-Op Systems

1. After input from user groups, establish and coordinate schedule of inventory events with Corporate MIS including job streams, report generation and use of correct data bases.
2. Provide keypunch instructions to keypunch service.
3. After Inventory Tags are verified by Cost Accounting, bring tags to keypunch service at agreed intervals.
4. Make sure all user groups are kept informed of status of any MIS activity regarding inventory.
5. Coordinate tag corrections for second pass with Cost Accounting and appropriate Data Entry Personnel.
6. Provide instructions on re-inputting tags to Data Entry.

VI. Departmental Responsibilities (cont.)

D. Purchasing

1. Inventory Material-at-Vendor (Consigned Material).
 - a. The Senior Buyer will prepare a list of all vendors holding consigned material as of Thursday, May 26.
 1. All movement of consigned material to and from Atari and its vendors will cease at 12 noon on Thursday, May 26 and not resume until Monday, May 30.
 2. Vendors will take physical inventories of Atari consigned material as of the end of the vendor's working day on Thursday, May 26.
 3. The assigned Buyer will reconcile vendor counts and resolve any discrepancies.
 - b. The Senior Buyer will notify all appropriate vendors, by mail, of points a1-a3, above.
 - c. The assigned Buyer will telephone each vendor on Monday morning, May 23, to remind the vendor of the material-movement cutoff and of the inventory procedures to be followed.
 - d. As appropriate, Cost Accounting will assist the assigned Buyer to work with a vendor to resolve any anticipated special problems in identifying and counting consigned material.
 - e. Purchasing will summarize the results of its inventory of material-at-vendor on sample "B". The document will be submitted to Cost Accounting and to Material Planner.
2. Clear up all items on Receiving Discrepancy Log by Wednesday, May 25.
3. Return all receivers with packing slip and/or P.O. overages or underages to Receiving with appropriate dispositions by Wednesday, May 25.
4. Disposition outstanding vendor reject material and process all corresponding paperwork, (I.R.'s and Debit Memos) by Wednesday, May 25.
5. Ship all vendor consigned material and process all corresponding paperwork by Wednesday, May 25.
6. Make sure all material movement paperwork is submitted to Data Control by Thursday, May 26.

VI. Departmental Responsibilities (cont.)

E. Production Control

1. Assess production requirements and shortages to be encountered during restricted material movement period before and during inventory (see inventory cutoffs, page 2).
2. Supply to Manufacturing, before the inventory paperwork cutoff, all parts in house that will be required to sustain production during the audit.
 - a. Production Control Supervisor will be responsible for coordinating the efforts needed to minimize material movement after the cutoff.
 - b. Material movement after the cutoff will be done only under exceptional circumstances, i.e. "Line Down" situations.
 - c. If a "Line Down" situation occurs after the material movement paperwork cutoff, notify a Material Movement Controller so that paperwork is properly coordinated. No material may move until authorized by the Material Movement Controller or the Inventory Manager. (See Material Movement Controller, page 12.)

VII. Specific Job Responsibilities

A. Inventory Manager

1. Make certain all paperwork is stamped per procedure on page 2.
2. Make certain all assigned areas are prepared to take an accurate inventory.
3. Coordinate the assigned Area Supervisors so that all duties are understood and carried out.
4. Interface directly with Audit Manager.
5. Be responsible for all inventory tags in assigned areas.
6. Coordinate all Inventory Checkers, Tag Controllers, and Material Movement Controllers. Checkers should be assigned to all areas, including production areas.
7. With Material Movement Controllers, enforce the confinement of all material movement during the entire material movement cutoff period to "Line Down" situations only.
8. Work with Production Control to assure that all production requirements to be encountered during the material movement cutoff period are filled before the cutoff.
9. Check the R320 Transaction Reject Report and the Job Status Report from MIS for batches in suspense and coordinate corrections. Also, ensure that all input prior to the day of inventory is verified.
10. Insure that all paperwork is processed to Data Entry at time of cutoffs.
11. Provide personnel to Cost Accounting for tag verification after inventory.
12. Authorize any and all tag corrections, adds, changes or deletes before second pass.
13. On first working day after inventory, check data remaining in suspense on the R320 Report and coordinate corrections. Delete and/or use dummy account transactions as appropriate.

VII. Specific Job Responsibilities (cont.)

B. Area Supervisor

1. Organize assigned departments for counting of physical inventories.
2. Have all materials located in correct area and account.
3. Hand out inventory procedure packets to all Inventory Counters. GO OVER INSTRUCTIONS WITH THEM ON A STEP-BY-STEP BASIS. Make sure all instructions are understood. Inventory Counters should be personnel familiar with Atari Part Numbers.
4. Hand out part number/description lists to Inventory Counters. (Lists will be supplied by Inventory Manager.)
5. Have all parts boxed, sealed and marked with correct part number and quantity. Also, fill out Pre-Count Inventory Card for each group of parts (optional). (See Pre-Count Inventory Card, page 19.)
6. Coordinate all inventory tag issues with the Tag Controller.
7. Provide black ballpoint pens to Inventory Counters. (Available from Inventory Control.)
8. Collect unused inventory tags from Inventory Counters if and when they leave counting area to go to rest rooms, break, etc.

Note: The Area Supervisor will act as a pre-auditor (see Inventory Checker Job Responsibilities, pages 15 & 16).
9. Make sure area is ready for audit at pre-determined time.
10. Have all "Do Not Inventory" items segregated and marked as such with valid reason.
11. Make sure no material movement takes place after the designated paperwork cutoff without the prior approval of the Inventory Manager or a Material Movement Controller.
12. Return tags in sequence to Tag Controller after Cost Accounting has cleared area.

Note: Inform all employees who write inventory tags that they will not be able to leave the area until Cost Accounting has accounted for each and every inventory tag.

VII. Specific Job Responsibilities (cont.)

C. Material Movement Controller

1. Assigned by Inventory Manager.
2. Responsible for correctness of all paperwork moving material after the cutoff.
3. No material will move after cutoff except in a "Line Down" situation, with Material Movement Controller or Inventory Manager authorization. Production Control will notify Material Movement Controller of any such situation(s).
4. Will make sure all "Before Inventory" paperwork is submitted to Data Control by 3:30p.m., Thursday, May 26.
5. Check entire facility (including offices, cubicles, and desks) for outstanding paperwork and mislocated material.

VII. Specific Job Responsibilities (cont.)

D. Tag Controller

1. Report to the Inventory Manager.
2. Receive and sign for correct tag sequences from Cost Accounting for your accounts.
3. Verify tags:
 - a. Verify that tag sequences and accounts match the tag control list supplied by Cost Accounting.
 - b. Make sure each tag is present.
 - c. Look at all tags with handwritten account numbers for correctness and legibility.
 - d. Separate tag packets for each account in your facility.
 - e. Place a note around each tag sequence stating account number, first and last tag number, and Area Supervisor that will receive tags.
4. Issue tags per Tag Issue Procedure. (See page 18.)
5. Understand and coordinate Void Tag Procedure. (See page 25.)
6. The Tag Controller will work closely with Area Supervisors to schedule the working hours during which the Controller will remain on duty. Although the Tag Controller need not be physically present in the assigned locations during inventory-counting, the Controller must remain accessible at all times while counting is going on, and must be available to accept and account for all unused tags when counting stops at the end of each day.
7. After audit, receive all tags from all areas in sequence, then verify that no tags are missing before turning over to Cost Accounting.

VII. Specific Job Responsibilities (cont.)

E. Inventory Counter

1. Work under supervision of Area Supervisor.
2. Make sure all old inventory card stubs and inventory tag copies are off boxes and destroyed.
3. Count, box, seal and label all inventory materials. Insure that boxes are marked with one part number and one quantity only. Make sure all part numbers are valid Atari part numbers. (See page 24.)
4. Write all "Pre-Count Inventory Cards" and attach one to each and every box, part, pallet or grouping of parts. (See Pre-Count Inventory Cards, page 19.)

Note: Pre-Count Cards are optional.

5. Fill out and attach inventory tags per "Tag Writing Procedure" (page 20), "Void Tag Procedure" (page 25) and "Part Number Instructions" (page 24).
6. Assist Inventory Checkers - answer questions and perform recounts as requested.
7. Assist Auditors during audit. For example, removing boxes from racks and opening them for the auditor, relabeling and resealing boxes and putting them back into proper location, answering questions and performing recounts as requested.
8. Pull all inventory tags after area is cleared by the Audit Manager and deliver in sequence to the Area Supervisor.

VII. Specific Job Responsibilities (cont.)

F. Inventory Checker

1. Report to Inventory Manager.
2. Make sure all material has a label that is easily visible and shows:

Quantity in box
Correct Part Number - (See page 24, Valid Part Numbers).
Description

Note: ONLY ONE PART NUMBER AND QUANTITY PER BOX.

3. Make sure pre-count inventory cards are accurate. Check for math errors on pre-count inventory cards with multiple box quantities. Math must be shown on back of Pre-Count Cards.

Note: Pre-Count Cards are optional.

4. Make sure that all old inventory card stubs are off boxes and destroyed.
5. Make sure all boxes are sealed. If a box is open, ask for a recount.
6. Make sure all tags are written in black ink.
7. Make sure all parts have an inventory tag.
8. Make sure all tags are filled out correctly (See Sample A).
9. Make sure all tags are visible.
10. Make sure all tags are legible.
11. Make sure inventory tags match information on pre-count inventory cards. If a discrepancy exists, question the Inventory Counter.
12. Make sure all part numbers are valid. (See page 24, Valid Part Numbers.)
13. Spot count parts. If your count does not match amount on pre-count inventory card and/or inventory tag, have counter recheck and correct if necessary.
14. Question Area Supervisor about any material without an inventory tag.
15. Make sure any item marked "Do Not Inventory" has a valid reason. (See page 17 section 2a-2c.)
16. Anything marked "Do Not Inventory/Scrap Material" must have a properly authorized MTO with the material. If not, check with Inventory Manager.

VII. Specific Job Responsibilities (cont.)

F. Inventory Checker (cont.)

17. If you see any material being moved, ask for the proper paperwork and notify a Material Movement Controller or Inventory Manager.
18. Check all appropriate areas for any outstanding paperwork.
19. In general, checkers will attempt to facilitate the success of the inventory by catching mistakes before the audit.

VIII. Tag Procedures

A. General Instructions

1. No employee directly involved with the handling, issuing, writing or hanging of inventory tags may leave their area until the Audit Manager announces that all tags are accounted for. Don't lose any tags!
2. Any item that is not to be inventoried for any reason must be clearly differentiated from inventory items with a "Do Not Inventory" sign (remove Sample "E" from back of this package and copy as required).
 - a. Each "Do Not Inventory" sign must state the reason for its status.
 - b. The following is a partial list of non-inventory items:
paint, glue, "red lines", templates, offal, ink, towels, rags, solvents, thinner, prototype cabinets, NPN's.
 - c. If there is a question about the status of any part, ask the Inventory Manager or Area Supervisor

VIII. Tag Procedures (cont.)

B. Tag Issue Procedure

1. All tags will be issued to the Area Supervisor or the Inventory Counters by the Tag Controller.

Note: The Tag Controller will supply Area Supervisor with Tag Issue Logs and Void Tag Logs if the Area Supervisor is acting as Tag Controller for his/her specific area.

2. The Tag Controller or Area Supervisor will maintain a Tag Issue Log for each account (See Sample C). He/She will issue tags in increments of 25, not to exceed 100 tags at any time to any one Inventory Counter. The Log will indicate the location of each inventory tag with the following information:
 - a. The numerical tag sequence.
 - b. The name of the Area Supervisor or Inventory Counter to whom the tags are issued.
 - c. The area or row in which the tags will be used.
3. Extra tags are provided. If the Tag Controller runs out of pre-stamped tags for an account, use the blank, extra tags, writing in the proper account. Never change the account number on an Inventory Tag.
4. The Tag Controller will accept tags back after an area is cleared only if the tags are in sequence. It is the responsibility of the Area Supervisors to return tags in sequence, with void tags placed perpendicular to the others, but still in sequence.

VIII. Tag Procedures (cont.)

C. Pre-Count Inventory Cards

Note: The use of pre-count cards is optional.

1. All material will be physically counted before the audit.
2. After the count is made, a pre-count inventory card will be filled out and affixed to the material. Show your math on back of card.

Example: 5 bxs @ 2,000 + 152 loose + 1 bx @ 5,000 = 15,152.
3. One card per pallet, A-frame, crate or, container. (This does not include raw wood and laminate.)
4. If there are multiple containers of the same item in one location, only one card need be written. However, all containers must be clearly associated with that single card. Consider that containers might be moved or rearranged between counting and auditing. Use good judgement and common sense in determining the number of pre-count cards to use.
5. If a count changes due to material movement after a pre-count card has been written, destroy the old card and write a new one with the updated information, making sure the box label is also updated.

VIII. Tag Procedures (cont.)

D. Tag Writing (General)

See Sample A for example of Tag.

1. Write legibly. USE BLACK BALLPOINT PEN ONLY! TAGS WRITTEN IN PENCIL WILL BE VOIDED.

Note: Never erase, white out or scratch out any information on an Inventory Tag.

2. Receive tags from the Tag Controller or Area Supervisor. Once issued to the Counter, the Counter is responsible for that series of tags. The Counter's name should be written on each book of tags assigned and on Tag Issue Log.
3. Tag are issued by the Tag Controller or Area Supervisor to the Counter for a specific section, area or row. Use your tags only in the assigned area. If you have excess tags when the assigned area is complete, return the unused tags for proper tag-accounting.
4. Hang tag in sequence; left to right, top to bottom. Pulling of tags will be greatly facilitated by keeping tags in sequence.
5. Hang all tags in plain view.
6. Do not remove any Inventory Tags from your work area!!! If you need to leave area, first return tags to Tag Controller or Area Supervisor.
8. The bottom copy of the two-part inventory tag must be legible. Press hard. The bottom copy of the tag is attached to the material. During tag-pulling, the top copy will be torn from the tag and turned in.
9. Common problems encountered in tag writing include:
 - a. Incorrect part numbers. If you have a question about a part number see page 24, Valid Part Numbers, and/or check with your Supervisor. Make sure the part number is complete. Don't forget the dash number.
 - b. Illegible cards. Make sure information on tags if readable.
 - c. Transposition of numbers. Double check all tags.
 - d. A revision number of letter (000268-01C) is not part or our part numbering system.
10. See pages 21, 22 and 23 for Specific Tag Writing information for Work -IN- Process, Stores Area and Receiving.

VIII. Tag Procedures (cont.)

E. Tag Writing (WIP)

1. **GENERAL INSTRUCTIONS** - (Applicable to ALL Production Areas, also see specific instructions applicable to your area).
 - a. See page 24 (Part Number Criteria).
 - b. Group like assemblies together as much as possible.
 - c. Assemblies-in-process will be inventoried by writing a tag using the completed assembly part number.
 - d. An individual component in an area that is not being inventoried as part of an assembly will be inventoried by using its respective individual part number.
2. **GENERAL INSTRUCTIONS**
 - a. Silkscreen WIP
 1. If a part has been worked upon (has at least one color silkscreened on it), inventory the part using the silk-screened part number (as if all colors had been silk-screened on to it).
 2. If no work has been performed, inventory the part using the unscreened, raw, part number.
 - b. Woodshop WIP
 1. If a machined part has had an operation done to it, inventory it as the completed machined part.
 2. If an assembly is partially complete, inventory as the completed assembly.
 3. Hardware items (nuts, bolts, washers, screws, staples) are not to be inventoried in Woodshop WIP.

VIII. Tag Procedures (cont.)

E. Tag Writing (WIP) (cont.)

3. SPECIAL INSTRUCTIONS (cont.)

b. Woodshop WIP (cont.)

4. Make sure side panels are inventoried under the correct part number. A side panel without T-Molding has a different part number than a side panel with T-Molding. A complete list of parts on the floor during inventory will be distributed before the count begins.
5. All Inventory Tags should have a clear description of the part inventoried.
6. Raw wood in WIP should be inventoried in square or linear feet only.

VIII. Tag Procedures (cont.)

F. Tag Writing (Stores Areas and Receiving)

1. Each A-frame, crate and pallet must have at least one Inventory Tag. (This does not include raw wood and laminate.)
2. After the Inventory, the bottom copy of the Inventory Tag is to remain on the material until it is issued out of the area.
3. All material that is in Receiving must be inventoried regardless of whether it is expensed material or not. This does not, however, include NPN's and "AFTER INVENTORY" RECEIPTS!

VIII. Tag Procedures (cont.)

G. Instructions for Writing Valid Part Numbers

1. Common numerical and alpha mistakes:

- \$ - Draw one straight line through the S.
- 7 - Put a dash through the 7.
- 0 - Do not put a slash through zero.
- d - Always write in lower case, not capital D.
- b - Always write in lower case, not capital B.
- 2 - Make sure it looks like a 2, not a Z.
- 5 - Make sure it looks like a 5, not S.
- | - Make a straight line, so it won't look like an "L" or an "I".

2. Valid Atari Part Number Criteria:

- a. All part numbers have one dash.
- b. Any part number that starts with an "A" always has 6 numbers after the "A" and before the dash.
- c. All part numbers that start with an "A" have only one dash and only two numbers after the dash.

Example: A037104-01 not A037104-001

- d. Any number that starts with a zero should have six numbers before the dash.

Example: 003356-01

- e. Any number that starts with two numbers before the dash can have up to eight numbers after the dash.

Example: 37-74LS163A

- f. A dash can only be in these positions:

(A)XXXXXX-XX, XX-XXXXXXXXXX, XXXXXX-XXX, XX-XXXX, XXXXXX-XXXX.

- j. Atari's new part numbers consist of 6 digits followed by a dash and then three or four more digits. These are always numeric.

Example: 137151-002

VIII. Tag Procedures (cont.)

H. Void Tag Procedure

1. Area Supervisors will supply copies of the "Void Tag Log" to all Inventory Counters (See Sample D).
2. When a tag is to be voided the Inventory Counter will:
 - a. Write "Void", using a black pen, across the void tag in large clear letters.
 - b. Fill out the replacement tag (use next tag in sequence when possible).
 - c. Fill out "Void Tag Log".
 - d. Cross-reference tag numbers on tags (write the tag number of the void tag on the replacement and vice versa in the box marked "Void Tag Reference No." on each tag).
 - e. Tape the void tag and its replacement onto the material.

Note: All void tags and their replacements must be indicated on the "Void Tag Log".

3. If you have any questions, see the Tag Controller.

physical inventory tag

ACCT. NO.
A 1340-01



TAG NO.
B 13125

Ballpoint Pen Only - Press Firmly

PART NO. C	
DESCRIPTION OR WORK ORDER NO./KIT I.D. D	
REFERENCE MATRIX TAG NO. E	REFERENCE VOID TAG NO. F
QUANTITY G	NO. OF CONTAINERS H
% COMPLETE/CURRENT PRODUCTION OPERATION	LOCATION I

COUNTED BY: J	1st INITIAL	LAST NAME
WRITTEN BY: K	1st INITIAL	LAST NAME
CHECKED BY: L	1st INITIAL	LAST NAME
AUDITED BY M	1st INITIAL	LAST NAME

SAMPLE A

- A. Prestamped Account Number
- B. Prestamped Tag Number
- C. Correct Atari Part Number (Reference page 24)

- D. Print brief part description here.
- E. This space to be filled out by Cost Accounting only!! Do not write in this space!
- F. Cross-Reference Void Tag Number on Replacement Tag and Replacement Tag Number on Void Tag.
- G. Print Quantity here
- H. Print Number of Containers here.
- I. Print stock location here.
- J. Name on pre-count card or person who counted material.
- K. Name of person writing Inventory Tag.
- L. Filled out only by Inventory Checkers.
- M. Filled out only by Cost Account Audit Team Members.

Note: To remove tag from booklet, grasp black diamond in upper left hand corner and pull.

Blue - Accounting Buff - With Material

W A Warner Communications Company

8M131 R4 (7-82)

The Atari logo, featuring the word "ATARI" in a stylized, blocky font, with a large, stylized "A" above it.

RAW MATERIAL TO BE USED TO FABRICATE ATARI PARTS (AT VENDORS)

[illegible]

SAMPLE D
VOID TAG LOG

FOR ACCOUNT

[illegible]

SAMPLE E

DO NOT

INVENTORY

REASON

